

STATE PREVENTIVE HEALTH ADVISORY COMMITTEE

Meeting Minutes June 23, 2021 3:00 p.m.

Due to COVID-19 pandemic, this meeting will be conducted virtually using Microsoft Teams only. There is not a physical location for this meeting.

Table 1: State Preventive Health Advisory Committee (SPHAC) member attendance at the June 23, 2021 meeting.

Member Name	Organization	In Attendance
Dr. John Hellerstedt	Texas Department of State Health Services- State Health Officer	NO
April Brantley	Texas Department of State Health Services- PHHSBG Coordinator	YES
Dr. John Herbold	University of Texas San Antonio- School of Public Health	YES
Dr. Faith Foreman-Hays	City of Houston Health Department	YES
Ms. Sheila Davis	Always Best Care Senior Services	YES
Ms. Felicia Shaw	Parallon/HCA	YES
Dr. Kimberley Kelly	The Vocational Nursing Institute, Inc in Houston, Texas	NO
Dr. Carlos Plasencia	Texas Department of State Health Services- Regional Medical Director	YES

Attendance Indicated as: YES, NO

Agenda Item 1: Welcome, Call to Order, Logistical Announcements, Roll Call, Introductions

Ms. April Brantley, Preventive Health and Health Services Block Grant Coordinator, DSHS, and Vice-Chair of the State Preventive Health Advisory Committee (SPHAC), welcomed everyone and called the meeting to order at 3:01 p.m.

Ms. Brantley called on committee members and they introduced themselves and provided a brief work background. She also called on DSHS staff and they provided a brief introduction as well. She introduced Ms. Francesca Kupper, with the Advisory Committee Coordination Office, HHSC, and turned the floor over to her.

Ms. Francesca Kupper introduced ACCO production team members, John Chacon, Susanna Sparkman and Cassandra Marx. She provided logistical announcements and stated the meeting was being conducted in compliance with the Texas Open Meetings Act and open to the public. She advised that members of the public were able to submit written comment prior to the meeting. Ms. Kupper conducted a roll call, and announced a quorum was not present at the beginning of the meeting.

Please note: Additional participants in attendance provided facilitation of the agenda items, provided audio-visual support, took meeting minutes and acted as subject matter experts for questions or discussions related to the objectives and activities.

Provided below is a list of additional attendees:

Name	Organization	Roles
Francesca Kupper	Texas Health and Human Services Commission	Facilitator
John Chacon	Texas Health and Human Services Commission	Facilitator
Susanna Sparkman	Texas Health and Human Services Commission	Facilitator
Cassandra Marx	Texas Health and Human Services Commission	Facilitator
Michael DeLeon	Texas Health and Human Services Commission	Audio-Visual
Patti Cloe	Texas Department of State Health Services	Meeting Minutes
Lesley Brown	Texas Department of State Health Services	Subject Matter Expert
Robyn Goettelman	Texas Department of State Health Services	Subject Matter Expert
Casandra Harrington	Texas Department of State Health Services	Subject Matter Expert
Peggy Helton	Texas Office of the Attorney General	Subject Matter Expert
Lauren Maxwell	Texas Department of State Health Services	Subject Matter Expert
Nneka Shoulds	Texas Department of State Health Services	Subject Matter Expert
Brett Spencer	Texas Department of State Health Services	Subject Matter Expert

Agenda Item 2: Review and Adopt June 16, 2021, Draft Meeting Minutes:

Ms. Kupper delayed the adoption of the June 16, 2021 draft meeting minutes because a quorum was not present and would revisit this agenda item after the presentation of Agenda Item 3.

Agenda Item 3: Finalize Proposed Fiscal Year 2021 Preventative Health and Human Services Block Grant Work Plan

Ms. Kupper turned the meeting over to Ms. Brantley, who then reviewed the proposed Fiscal Year 2021 Preventative Health and Human Services Block Grant Work Plan. The information presented included:

- Overall Budget and Allocation by Program
- Statutory Requirements
- Summary of Funds Available for Allocation
- Budget Priorities
- Allocation Review by Program and Health Objective
- Individual Program details included:
 - Program Summary
 - Name, Goal, Healthy People 2030 Objective, Recipient Health Objective, and Total Program Allocation
 - Problem Information
 - Program Strategy
 - Program Budget for Block Grant Funds
 - FTEs (Full Time Equivalents)
 - Target Population of Program
 - Program Activities

Ms. Brantley asked if there were any questions or comments about the review; hearing none, she turned the meeting over to Ms. Kupper.

Ms. Kupper announced that member, Ms. Felicia Shaw, had joined the meeting and a quorum was present and she then returned to Agenda item 2, Review and Adopt June 16, 2021 draft meeting minutes.

Ms. Kupper requested a motion to approve the State Preventive Health Advisory Committee, June 16, 2021, draft meeting minutes.

MOTION: Ms. Felicia Shaw motioned to approve the June 16, 2021 draft meeting minutes as presented in the meeting. Dr. John Herbold seconded the motion. Ms. Kupper conducted a roll call vote, and the motion carried with five approvals and no nays or abstentions.

Agenda Item 4: Review and Adopt Draft SPHAC Bylaws

Ms. April Brantley provided a draft of the Bylaws, which included edits from HHSC, to members prior to the meeting. Ms. Brantley then reviewed each section of the Bylaws draft and requested any questions, concerns, and suggested modifications. There being none, Ms. Brantley turned the meeting back to Ms. Kupper to conduct a vote on the Bylaws.

Ms. Kupper asked for the State Preventive Health Advisory Committee's approval of the Bylaws as presented.

MOTION: Dr. Carlos Plasencia motioned to approve the Bylaws as presented in the meeting. Dr. John Herbold seconded the motion. Ms. Kupper conducted a roll call vote, and the motion carried with five approvals and no nays or abstentions.

Ms. Brantley added that she would send a copy of the adopted Bylaws to each member for their signature.

Agenda Item 5: Public Comments

Ms. Francesca Kupper advised that no one had registered prior to the meeting to provide written or oral comments. She also confirmed with the ACCO production team that no one had requested to provide oral public comment for this meeting.

Agenda Item 6: Review Action Items and Agenda Items for Future Meetings

Ms. Brantley advised that a meeting will be scheduled for November 2021, to discuss the Proposed Work Plan for the year 2022. She will send the members a final copy of the SPHAC Bylaws for review and signature.

Agenda Item 7: Adjourn and Thank you

Ms. Brantley thanked all those attending the meeting. There being no further items to present to the committee, Ms. Brantley adjourned the meeting at 3:53 p.m.

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Following is the direct link to view and listen to the entirety of the June 23, 2021 meeting.
<https://texashsc.swagit.com/play/06242021-849>

The video recording of the June 23, 2021, State Preventive Health Advisory Committee meeting will be archived on the HHS webpage for a period of two years and can be accessed via: <https://hhs.texas.gov/about-hhs/communications-events/live-archived-meetings>.